Maritime & Port Authority of Singapore

USER MANUAL FOR PRE-ARRIVAL NOTIFICATION OF SECURITY SUBMISSION USING ELECTRONIC PANS (ePANS)

Version: 1.2

Release Date: 14/11/2008

Document Change Record

Version	Effective Date	Summary of Changes
1.0	1/9/2007	• Initial Issue
1.1	23/4/2008	• Re-arrange the paragraph f) in 1.2
1.2	14/11/2008	• Include the declaration of Bunker Convention Certificate

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1.1) System Requirement

a) To run this application, we recommend that the ePANS.html to be named with 'hta' extension. For experienced users, they could simply rename the existing copy of ePANS.html on the computer to ePANS.hta . For those who required step-by-step instructions, they could refer to the following steps:

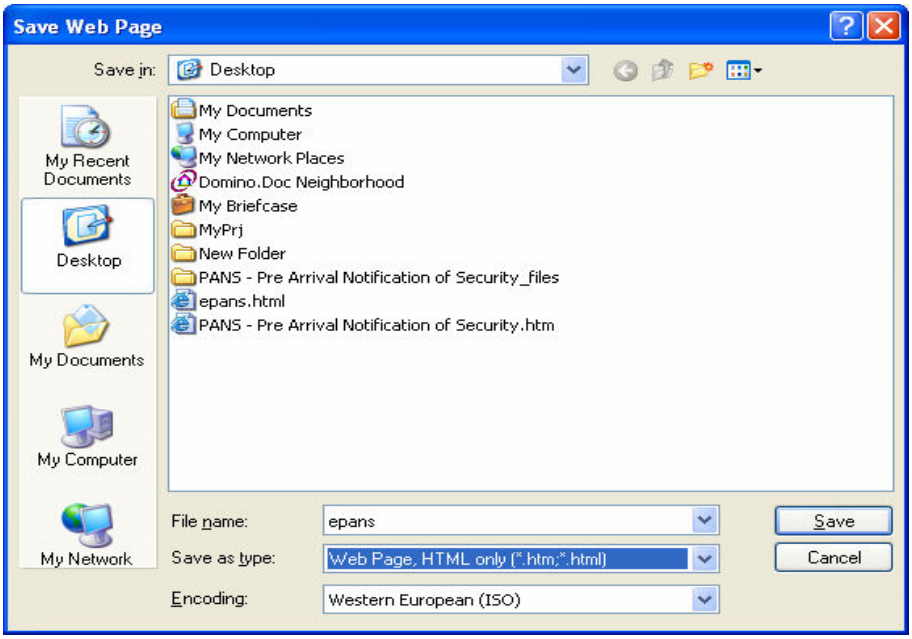
Step 1 (Ensure the files are displayed in full with the extension)

- Double click the "My Computer" icon on the Desktop
- In the "My Computer" window, click on the pull-down menu "Tools" and select "Folder Options…"
- In the "File Options" window, click on the "View" tab
- Select the radio button for "show hidden files and folders"
- Remove the tick from the checkbox for "Hide extensions for known file types" (if it is ticked)
- Click the "OK" button to close the "File Options" window.

Step 2 (Save epans.html on the Desktop)

- Double click the ePANS.html in the email attachment that sent to you or the CD (or equivalent) from the agent to open the ePANS.html.
- In the Internet Explorer window for ePANS, click on the pull-down menu "File" and select "Save As…"
- Perform the following steps In the "Save Web Page" window:
    1) Select "Desktop" from the dropdown list for "Save in:" field;
    2) key in "epans" in the "File name:" field;
    3) Select "Web Page, HTML Only (*.htm;*.html)" from the dropdown list for "Save as type:" field;
    4) Select "Western European (ISO)" from the dropdown list for "Encoding:" fied.

- Click the "Save" button to close the "Save Web Page" window.
- Close the Internet Explorer window for ePANS.



Step 3 (Rename epans.htm to epans.hta)

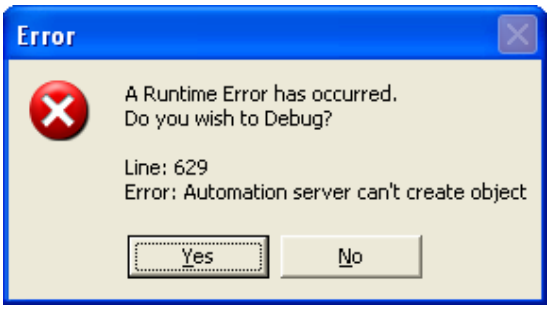
- Right click on the epans.htm icon on the Desktop and select “Rename” option.
- Type in epans.hta to replace epans.htm and hit “Enter” key.
- Click the “Yes” button to close the warning message window: “**If you change a filename extension, the file may become unusable. Are you sure you want to change it?”** when it appears.

Now double click the epans.hta to open the ePANS. Please use this copy of epans.hta to fill in the PANS data and save into a xml file for submission. The ePANS window shall look likes this (without the IE browser):

PANS - Pre Arrival Notification of Security
MARITIME AND PORT AUTHORITY OF SINGAPORE
TEL: (65) 62213127
FAX: (65) 62213036
email: isps@mpa.gov.sg
ePANS version 1.2
This form may take 15 minutes to complete. You will need the following information to complete the form :
1. Ship's particulars
2. ISSC information
3. Company Security Officer's information
4. Current voyage information
5. Last 10 port calls information
6. Local agency information
Pre-Arrival Notification of Security (PANS)
Masters of

b) If you have followed the above steps and successfully renamed the epans.html to epans.hta, please ignore the c) in para 1.1, para 1.2 and para 1.3. Otherwise you will need Internet Explorer on Windows to run the ePANS.html and follow the below steps.

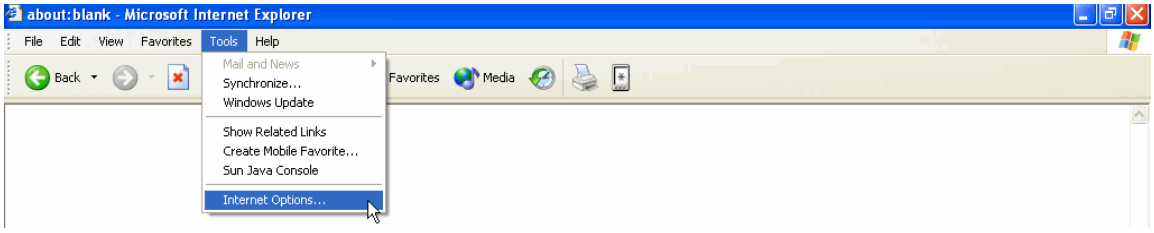
c) The ePANS.html will need to run ActiveX controls (or equivalent). If your browser does not support ActiveX, you will receive this error.



1.2) To enable ActiveX Control

a) Invoke Internet Explorer

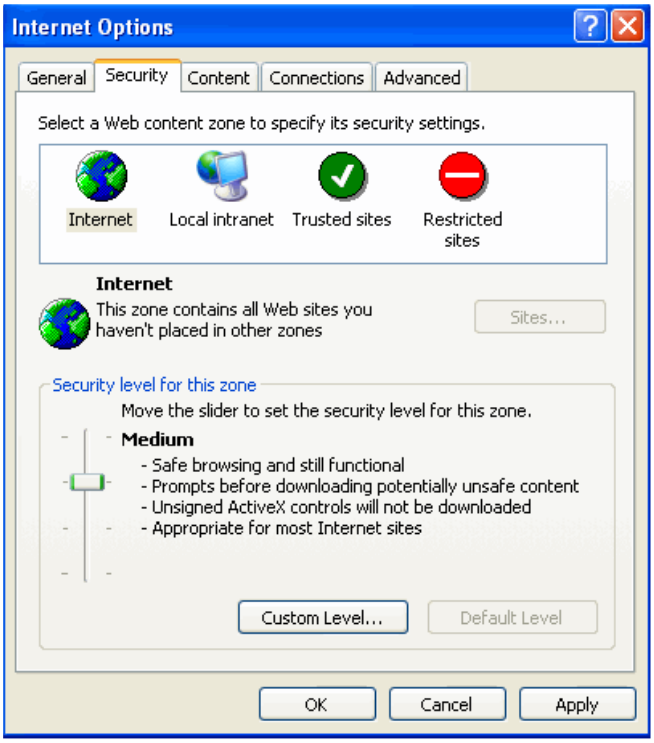
b) Click ‘Tools’ menu | ‘Internet Options’



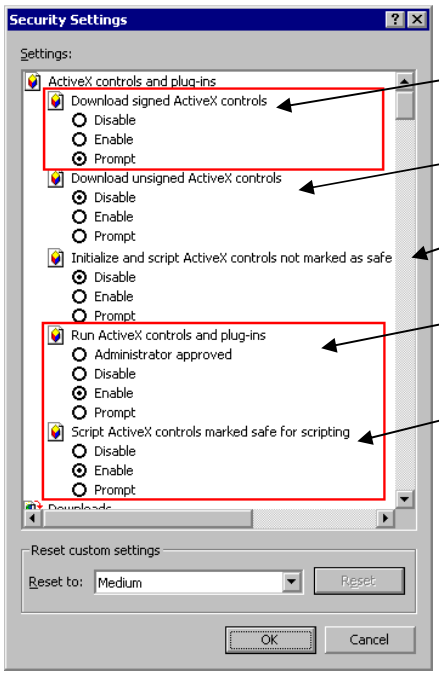
c) Click on the ‘Security’ tab

d) Click on the ‘Internet’ icon

e) Click on the "Custom Level..." button


Internet Options
General Security Content Connections Advanced
Select a Web content zone to specify its security settings.
Internet
Local intranet
Trusted sites
Restricted sites
Internet
This zone contains all Web sites you haven't placed in other zones
Sites...
Security level for this zone
Move the slider to set the security level for this zone.
Medium
- Safe browsing and still functional
- Prompts before downloading potentially unsafe content
- Unsigned ActiveX controls will not be downloaded
- Appropriate for most Internet sites
Custom Level...
Default Level
OK
Cancel
Apply

f) Amend the Security Settings as follows:



- Download signed ActiveX: **Enable** or **Prompt**
- Download unsigned ActiveX: **Disable**
- Initialize and Script ActiveX controls not marked as safe: **Disable**
- Run ActiveX controls and plug-ins: **Enable** or **Prompt**
- Script ActiveX controls marked safe for scripting: **Enable** or **Prompt**

g) Click the “OK” button twice to save settings and close the Internet Options dialog box.

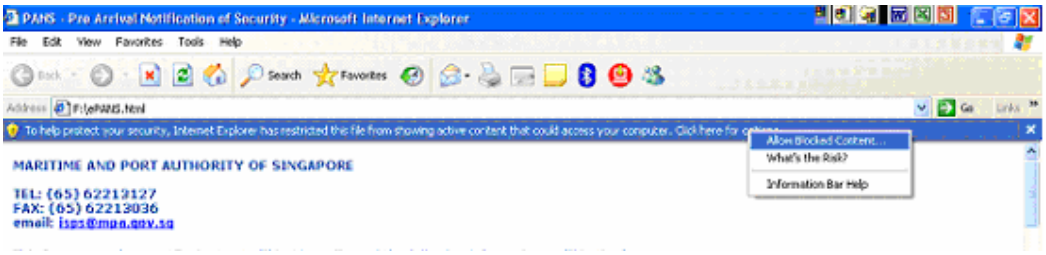
1.3) How to start the ePANS?

a) Copy the file ("ePANS.html") from the CD (or equivalent) and save it to your local drive.

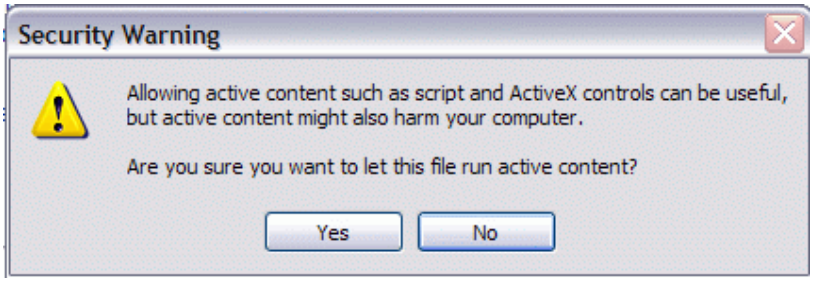
b) Double click on "ePANS.html".

c) If you are using Windows XP Service Pack 2+, you may encounter some warning message *("To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options…")*.

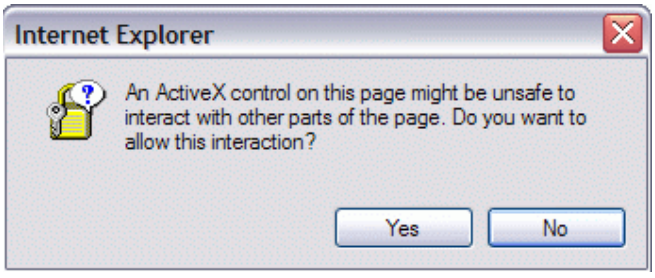
d) Click on the message and select "Allow Blocked Content".


PANS - Pre Arrival Notification of Security - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Allow Blocked Content...
What's the Risk?
Information Bar Help
MARITIME AND PORT AUTHORITY OF SINGAPORE
TEL: (65) 62213127
FAX: (65) 62213036
email: isps@mpa.gov.sg

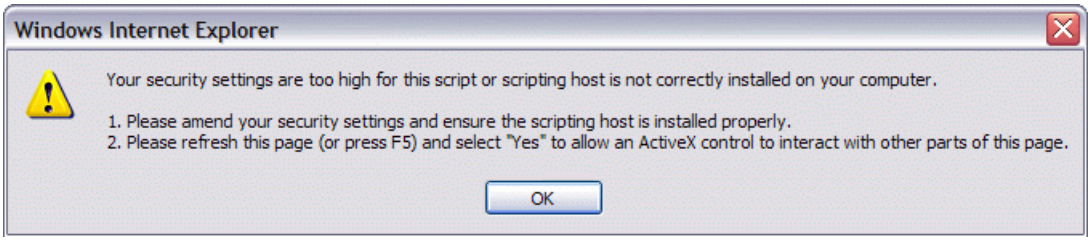
e) You will see a security warning message, click on the "Yes" button to proceed.


Security Warning
Allowing active content such as script and ActiveX controls can be useful, but active content might also harm your computer.
Are you sure you want to let this file run active content?
Yes
No

f) Click on the "Yes" button to enable ActiveX control.


Internet Explorer
An ActiveX control on this page might be unsafe to interact with other parts of the page. Do you want to allow this interaction?
Yes
No

g) Should you encounter this error message (shown below), please check and amend your security settings (refer to Section 1.2).


Windows Internet Explorer
Your security settings are too high for this script or scripting host is not correctly installed on your computer.
1. Please amend your security settings and ensure the scripting host is installed properly.
2. Please refresh this page (or press F5) and select "Yes" to allow an ActiveX control to interact with other parts of this page.
OK

h) Click on the “Refresh” button (or press F5) to reload this form.

i) Click on the “Yes” button to enable ActiveX control.

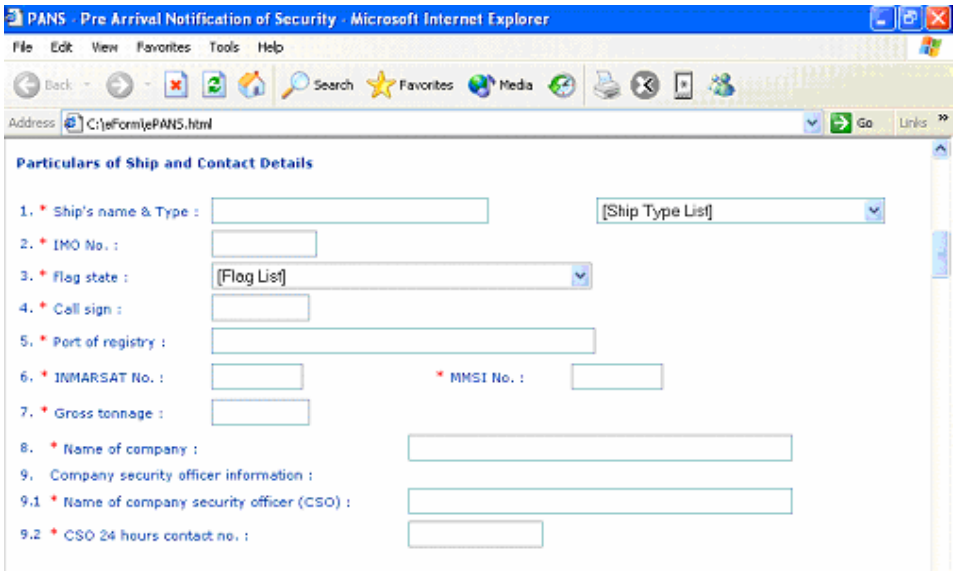
2.1) Form Layout

a) This form has the following 6 parts:

1. Particulars of Ship and Contact Details
2. Voyage and Port Facility Information
3. Information Required by SOLAS Regulation XI-2/9.2.1
4. Agent Contact Details
5. Identification of Person Providing the Information
6. Additional Voyage Information Required

All mandatory fields are denoted with an asterisk (*).

2.2) Part 1 – Particulars of Ship and Contact Details

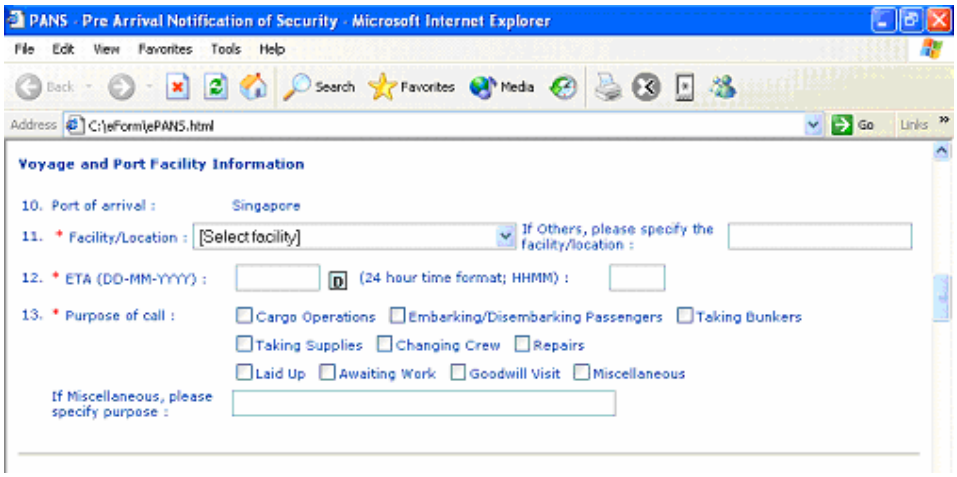

PANS - Pre Arrival Notification of Security - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address C:\eForm\ePANS.html
Particulars of Ship and Contact Details
1. * Ship's name & Type :
[Ship Type List]
2. * IMO No. :
3. * Flag state :
[Flag List]
4. * Call sign :
5. * Port of registry :
6. * INMARSAT No. :
* MMSI No. :
7. * Gross tonnage :
8. * Name of company :
9. Company security officer information :
9.1 * Name of company security officer (CSO) :
9.2 * CSO 24 hours contact no. :

a) Fill in the necessary details in Part 1.

Item No.	Field Name	Explanation and Validation Check	Error Message
1	Ship's name	-Max allowable length=35	
		-Text field -Mandatory	Please enter the Ship's name.
	Ship type	-Select the ship's type from the dropdown list -Mandatory	Please select a Ship's type.
2	IMO No.	-Max allowable length=10	
		-Text field -Mandatory	Please enter the IMO No.
		-IMO No. format (IMOXXXXXXX, imoXXXXXXX, XXXXXXX)	Invalid IMO No. format.
3	Flag state	-Select the Flag state from the dropdown list -Mandatory	Please select a Flag state.
4	Call sign	-Max allowable length=8	

		-Text field -Mandatory	Please enter the Call sign.
5	Port of registry	-Max allowable length=50	
		-Text field -Mandatory	Please enter the Port of registry.
6	INMARSAT No.	-Max allowable length=9	
		-Text field -Mandatory	Please enter the INMARSAT No.
	MMSI No.	-Max allowable length=9	
		-Text field -Mandatory	Please enter the MMSI No.
7	Gross tonnage	Max allowable length=10	
		-Numeric field -Mandatory	Please enter the Gross tonnage.
		-GT format (XXXXXXX.XX or XXXXXXX)	Invalid Gross tonnage format.
8	Name of company (Note: The name of the company that owns or manages the ship)	-Max allowable length=96	
		-Text field -Mandatory	Please enter the Name of company.
9.1	Name of company security officer (CSO)	-Max allowable length=80	
		-Text field -Mandatory	Please enter the Name of company security officer.
9.2	CSO 24-hours contact no.	-Max allowable length=15	
		-Text field -Mandatory	Please enter the company security officer contact no.

2.3) Part 2 – Voyage and Port Facility Information

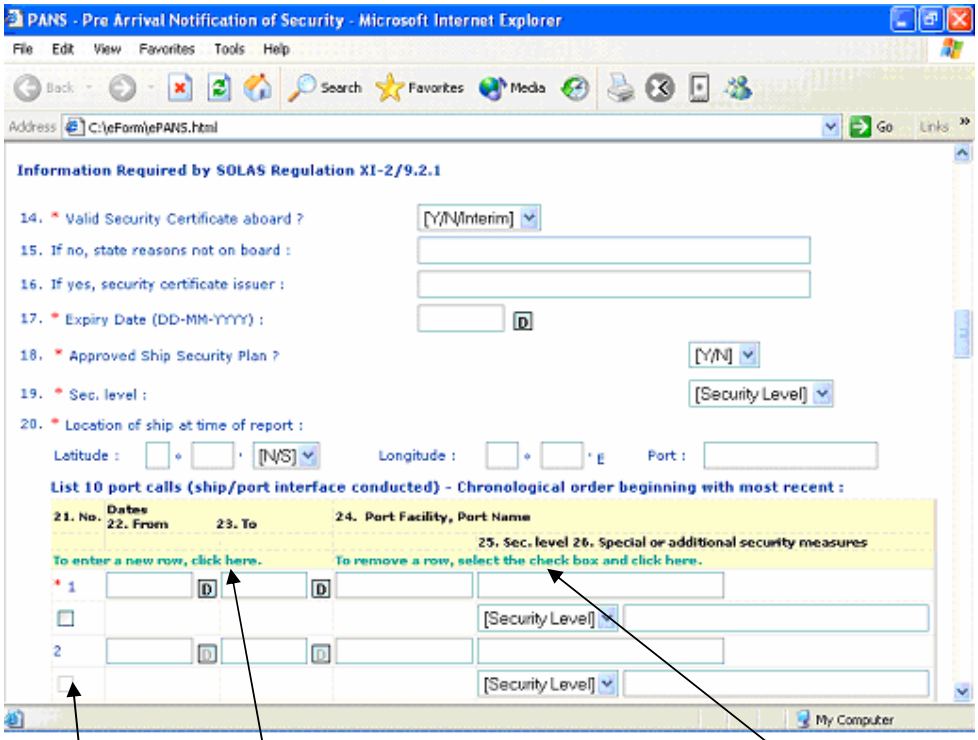


a) Fill in the necessary details in Part 2.

Item No.	Field Name	Explanation and Validation Check	Error Message
11	Facility/Location	-Select the facility/location on arrival from the dropdown list -Mandatory	Please select a facility/location.
	If Others, please specify the facility/location	-Max allowable length=22	
		-Text field -Mandatory if 'Others' is selected from the dropdown list for Facility/Location	Please enter the name of port facility or the location.
12	ETA (Date)	-Max allowable length=10	
		-Text field, date can be selected from the calendar -Mandatory	Please enter the ETA date.
		-Date format (DD-MM-YYYY)	Invalid ETA date format.
	ETA (Time)	-Max allowable length=4	
		-Numeric field -Mandatory	Please enter the ETA time.

		-Time format (24 hour time format:HHMM)	Invalid ETA time format.
13	Purpose of call	-Check boxes -Mandatory -Can select more than one purpose.	Please select the purpose of call.
	If Miscellaneous, please specify purpose	-Text field -Mandatory if 'Miscellaneous' is selected for purpose of call.	Please enter the description of the purpose of call.

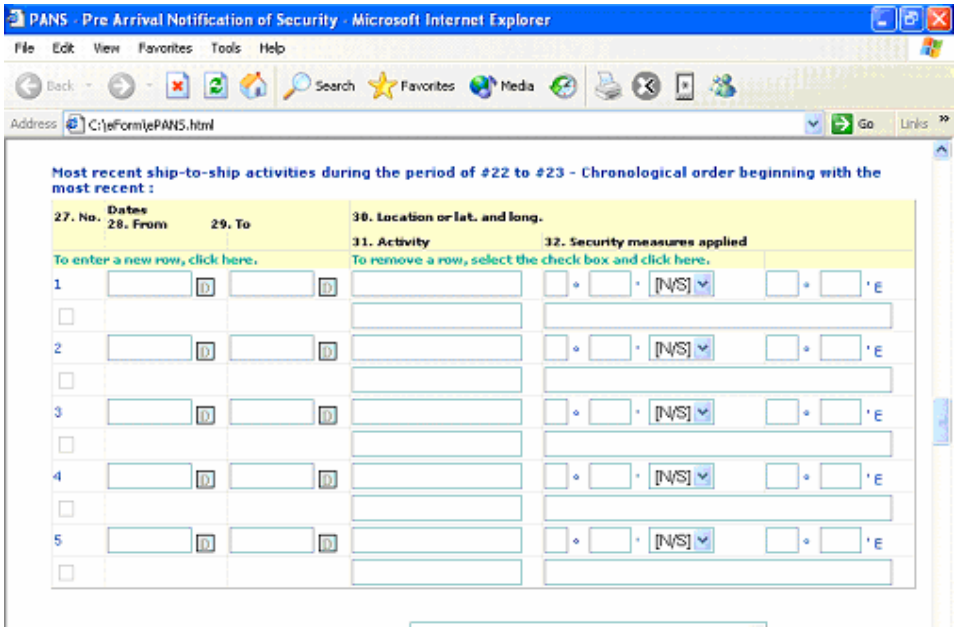
2.4) Part 3 – Information Required by SOLAS Regulation XI-2/9.2.1


PANS - Pre Arrival Notification of Security - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address C:\eForm\ePANS.html
Information Required by SOLAS Regulation XI-2/9.2.1
14. * Valid Security Certificate aboard ? [Y/N/Interim]
15. If no, state reasons not on board :
16. If yes, security certificate issuer :
17. * Expiry Date (DD-MM-YYYY) :
18. * Approved Ship Security Plan ? [Y/N]
19. * Sec. level : [Security Level]
20. * Location of ship at time of report :
Latitude : [N/S] Longitude : E Port :
List 10 port calls (ship/port interface conducted) - Chronological order beginning with most recent :
21. No. Dates 22. From 23. To 24. Port Facility, Port Name 25. Sec. level 26. Special or additional security measures
To enter a new row, click here. To remove a row, select the check box and click here.
* 1 [Security Level]
2 [Security Level]
My Computer

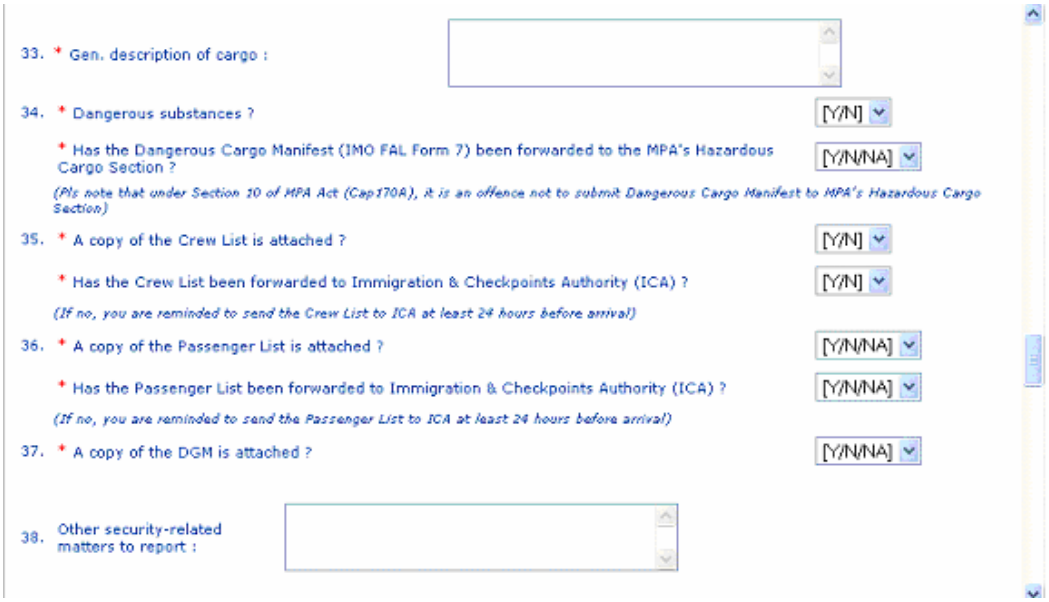
a) For the last 10 port calls, click on the 'To enter a new row…' link to add a new port call.

b) Click on the check box below the row number and the 'To remove a row...' link to remove a port call.

c) If there are already 10 port calls, before entering a new row to add the last port call, click on the check box below row '10' and the 'To remove a row…' link to remove the earliest port call. When click on the 'To enter a new row..' link, a new blank row will be added below row '1' for the data entry and all the other 9 port calls will be shifted to the next subsequent row, that is, port call in row '9' will be shifted to row '10', port call in row '8' will be shifted to row '9' and so on.


PANS - Pre Arrival Notification of Security - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address C:\eForm\ePANS.html
Most recent ship-to-ship activities during the period of #22 to #23 - Chronological order beginning with the most recent :
27. No.
Dates
28. From
29. To
30. Location or lat. and long.
31. Activity
32. Security measures applied
To enter a new row, click here.
To remove a row, select the check box and click here.
[N/S]
E

d) For the most recent ship-to-ship activities, items 27-32 are to be completed if the ship had carried out any ship-to-ship activity.


33. * Gen. description of cargo :
34. * Dangerous substances ?
[Y/N]
* Has the Dangerous Cargo Manifest (IMO FAL Form 7) been forwarded to the MPA's Hazardous Cargo Section ?
[Y/N/NA]
(Pls note that under Section 10 of MPA Act (Cap170A), it is an offence not to submit Dangerous Cargo Manifest to MPA's Hazardous Cargo Section)
35. * A copy of the Crew List is attached ?
[Y/N]
* Has the Crew List been forwarded to Immigration & Checkpoints Authority (ICA) ?
[Y/N]
(If no, you are reminded to send the Crew List to ICA at least 24 hours before arrival)
36. * A copy of the Passenger List is attached ?
[Y/N/NA]
* Has the Passenger List been forwarded to Immigration & Checkpoints Authority (ICA) ?
[Y/N/NA]
(If no, you are reminded to send the Passenger List to ICA at least 24 hours before arrival)
37. * A copy of the DGM is attached ?
[Y/N/NA]
38. Other security-related matters to report :

e) Fill in the necessary details in Part 3.

Item No.	Field Name	Explanation and Validation Check	Error Message
14	Valid Security Certificate aboard	-Select “Y”,”N” or “Interim” -Mandatory	Does the ship have a valid International Ship Security Certificate?
15	If no, state reason not on board	-Text field -Mandatory if item 14 is “N”	Please enter the reason for not carrying a valid certificate on board.
		-Mandatory if certificate has expired	Certificate has expired. Please enter the reason for not carrying a valid certificate on board.
16	If yes, security certificate issuer	-Max allowable length=80	
		-Text field -Mandatory if item 14 is “Y” or “Interim”	Please enter the name of certificate issuing authority.
17	Expiry date	-Text field -Mandatory	Please enter the certificate expiry date.
		-Date format (DD-MM-YYYY)	Invalid expiry date format.
18	Approved Ship Security Plan	-Select “Y” or “N” -Mandatory	Please indicate whether the ship has an approved ship security plan on board.
19	Sec. level	-Select “1”, “2” or ”3” -Mandatory	Please indicate current security level.
20	Location of ship at time of report		
	Latitude	-Numeric field -Degree: max allowable length=2, Minute: max allowable length=4	

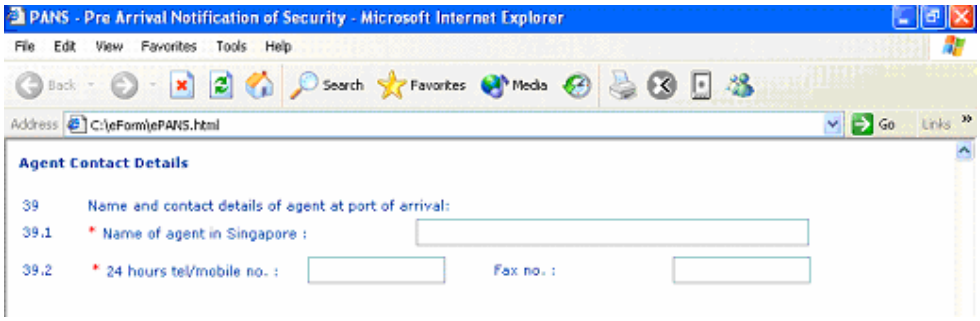
	Longitude	-Numeric field -Degree: max allowable length=3, Minute: max allowable length=4	
	Port	-Text field Max allowable length=20	
		-Text field -Mandatory if current latitude or longitude is not entered	Please enter the current Port at time of report if the ship is in port.
	Last 10 port calls		
21	No.	-At least one entry	Please enter at least one port call.
22	Date From	-Max allowable length=10	
		-Text field -Mandatory	Please enter the Arrival Date for Port Call (row no.).
		-Date format (DD-MM-YYYY)	Invalid Arrival Date format.
23	Date To	-Max allowable length=10	
		-Text field -Mandatory	Please enter the Departure Date for Port Call (row no.).
		-Date format (DD-MM-YYYY)	Invalid Departure Date format
24	Port Facility, Port Name	-Max allowable length=30 (Port Facility) -Max allowable length=35(Port Name)	
		-Text field -Mandatory if the port facility and the port name are not entered	Please enter the Port Facility or the Port Name for Port Call (row no.).
25	Sec. level	-Select “1”,”2” or	Please indicate

		"3" -Mandatory	the Security Level for Port Call (row no.).
26	Special or additional security measures	-Max allowable length=80	
		-Text field -Optional, enter the security measures that were applied in lieu.	
	Most recent ship-to-ship activities		
27	No.	Optional.	
28	Date From	Max allowable length=10	
		-Text field -Mandatory	Please enter the Date From for Activity (row no.).
		-Date format (DD-MM-YYYY)	Invalid Date From format for Activity (row no.).
29	Date To	-Max allowable length=10	
		-Text field -Mandatory	Please enter the Date To for Activity (row no.).
		-Date format (DD-MM-YYYY)	Invalid Date To format for Activity (row no.).
30	Location or lat. and long.	-Max allowable length=20	
		-Text field -Mandatory if latitude or longitude is not entered	Please enter the location for activity (row no.) as the Latitude or Longitude is not entered.
	Lat.	-Numeric field -Degree: max allowable length=2, Minute: max allowable length=4	
	Long.	-Numeric field -Degree: max allowable	

		length=3, Minute: max allowable length=4	
31	Activity	Max allowable length=80	
		-Text field -Mandatory	Please enter the description of the ship-to-ship activity.
32	Security measures applied	-Max allowable length=80	
		-Optional, enter the security measures that were applied in lieu.	
33	Gen. description of cargo	-Max allowable length=150	
		-Text field -Mandatory	Please enter Cargo Description.
34	Dangerous substances?	-Select “Y” or “N” -Mandatory	Please indicate whether there are dangerous substances onboard.
	Has the Dangerous Cargo Manifest been forwarded to the MPA’s Hazardous Cargo Section?	-Select “Y”,”N” or “NA” -Mandatory.	Please indicate whether the ship has submitted Dangerous Cargo Manifest.
35	A copy of the Crew List is attached?	-Select “Y” or “N” -Mandatory	Please indicate whether a copy of the Crew List is attached.
	Has the Crew List been forwarded to Immigration & Checkpoints Authority (ICA)?	-Select “Y” or “N” -Mandatory	Please indicate whether a copy of the Crew List has been submitted to ICA.
36	A copy of the Passenger List is attached?	-Select “Y”,”N” or “NA” -Mandatory	Please indicate whether a copy of the Passenger List is attached.
	Has the Passenger List been forwarded to	-Select “Y”,”N” or “NA”	Please indicate whether a copy of

	Immigration & Checkpoints Authority (ICA)?	-Mandatory	the Passenger List has been submitted to ICA.
37	A copy of DGM is attached?	-Select “Y”,”N” or “NA” -Mandatory	Please indicate whether a copy of the Dangerous Cargo Manifest is attached.
38	Other security-related matters to report	-Text field -Max allowable length=254	
		-Optional	

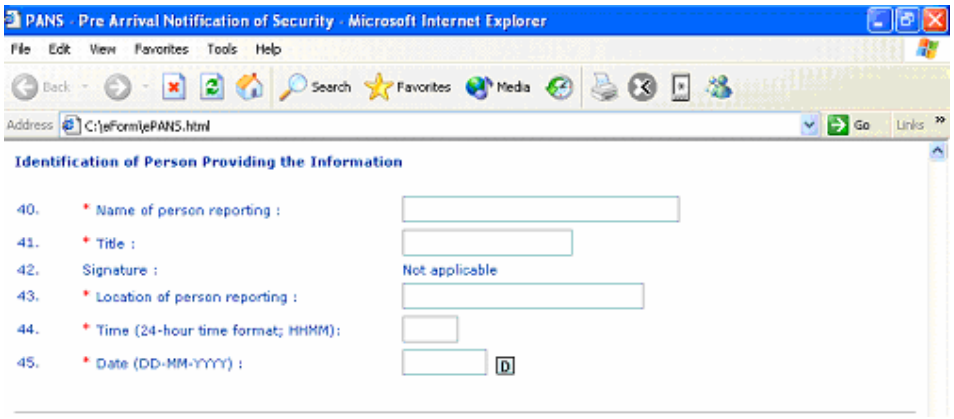
2.5) Part 4 – Agent Contact Details


PANS - Pre Arrival Notification of Security - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address C:\eForm\ePANS.html
Go Links
Agent Contact Details
39 Name and contact details of agent at port of arrival:
39.1 * Name of agent in Singapore :
39.2 * 24 hours tel/mobile no. :
Fax no. :

a) Fill in the necessary details in Part 4.

Item No.	Field Name	Explanation and Validation Check	Error Message
39.1	Name of agent in Singapore	-Max allowable length=96	
		-Text field -Mandatory	Please enter the agent name.
39.2	24 hours tel/mobile no.	-Max allowable length=15	
		-Text field -Mandatory	Please enter the agent telephone number.
	Fax number	-Max allowable length=15	
		Optional	

2.6) Part 5 – Identity of Person Providing the Information

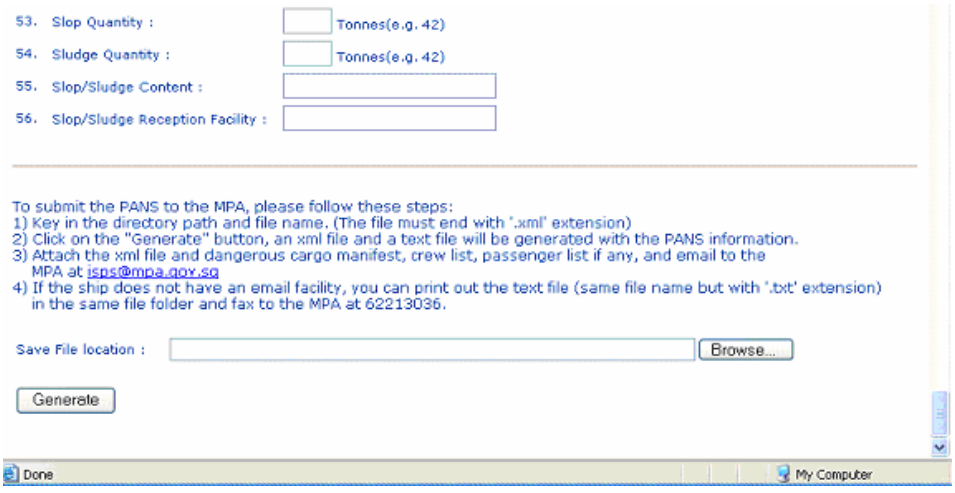

PANS - Pre Arrival Notification of Security - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Search Favorites Media
Address C:\eForm\ePANS.html
Go Links
Identification of Person Providing the Information
40. * Name of person reporting :
41. * Title :
42. Signature : Not applicable
43. * Location of person reporting :
44. * Time (24-hour time format; HHMM):
45. * Date (DD-MM-YYYY) :

a) Fill in the necessary details in Part 5.

Item No.	Field Name	Explanation and Validation Check	Error Message
40	Name of person reporting	-Max allowable length=35	
		-Text field -Mandatory	Please enter the name of person reporting.
41	Title	-Max allowable length=20	
		-Text field -Mandatory	Please enter the designation of the person reporting.
42	Signature	Not Applicable	
43	Location of person reporting	-Text field -Mandatory	Please enter the place at time of reporting.
		-Max allowable length=30	
44	Time	-Max allowable length=4	
		-Text field -Mandatory	Please enter the time of reporting.
		-Time format (24-hour time format; HHMM)	Invalid time format.
45	Date	-Max allowable length=10	
		-Text field -Mandatory	Please enter the date of reporting.
		-Date format (DD-MM-YYYY)	Invalid date format.

2.7) Part 6 – Additional Voyage Information Required

Additional Voyage Information Required
46. * Direction From : [Direction]
47. * Draft : metres (e.g. 10.5)
48. * Height : metres (e.g. 42)
49. * If you have either a valid CLC 92 Certificate or a valid Bunker Convention Certificate (BCC), please select "Yes". [Y/N]
50. * Is the ship proceeding to the Special Bunkering Anchorage ? [Y/N]
If yes, the following information must be declared :
(a) Does the ship have a chart showing the sectors of the Special Bunkering Anchorage ? [Y/N]
(b) Is the master familiar with the Special Bunkering Anchorage ? [Y/N]
(c) Does the ship require pilot to anchor at the Special Bunkering Anchorage ? [Y/N]
(d) Please fill in the ship's email address :
(e) Please fill in the agent's email address :
51. The following information is to be declared as appropriate. If answer is YES, please give details in the Remarks field.
* (a) Any conditions affecting the navigation of a ship such as defective propulsion machinery, defective steering equipment, defective thruster, list and/or awkward tows ? [Y/N]
* (b) Any fire hazards, include hazards involving dangerous goods, on board ? [Y/N]
* (c) Any accidents that affect the safety of the ship ? [Y/N]
* (d) Any refugees, stowaways, or survivors on board ? [Y/N]
* (e) Any other conditions that would affect safety and security of personnel and properties ? [Y/N]
Remarks :
52. * Any slop/sludge on board ? [Y/N]
I. If the ship is arriving with residues of mixtures containing oil or noxious liquid substances which will be or are likely to be discharged within the port, the following information must be declared in the items #53 to #56 :
(a) quantity and content (including water) of such residues or mixtures to be discharged within the port (if any); and
(b) details of the arrangement made with the approved reception facility in the port for the discharge of such residues or mixtures.
II. In addition, the Master of any ship having residues or mixtures containing oil or noxious liquid substances on board, regardless of whether the same will be discharged within the port, must declare to the Port Master the quantity and content of such residues or mixtures on board the ship.


53. Slop Quantity : Tonnes(e.g. 42)
54. Sludge Quantity : Tonnes(e.g. 42)
55. Slop/Sludge Content :
56. Slop/Sludge Reception Facility :
To submit the PANS to the MPA, please follow these steps:
1) Key in the directory path and file name. (The file must end with '.xml' extension)
2) Click on the "Generate" button, an xml file and a text file will be generated with the PANS information.
3) Attach the xml file and dangerous cargo manifest, crew list, passenger list if any, and email to the MPA at isps@mpa.gov.sg
4) If the ship does not have an email facility, you can print out the text file (same file name but with '.txt' extension) in the same file folder and fax to the MPA at 62213036.
Save File location : Browse...
Generate
Done
My Computer

a) Fill in the necessary details in Part 6.

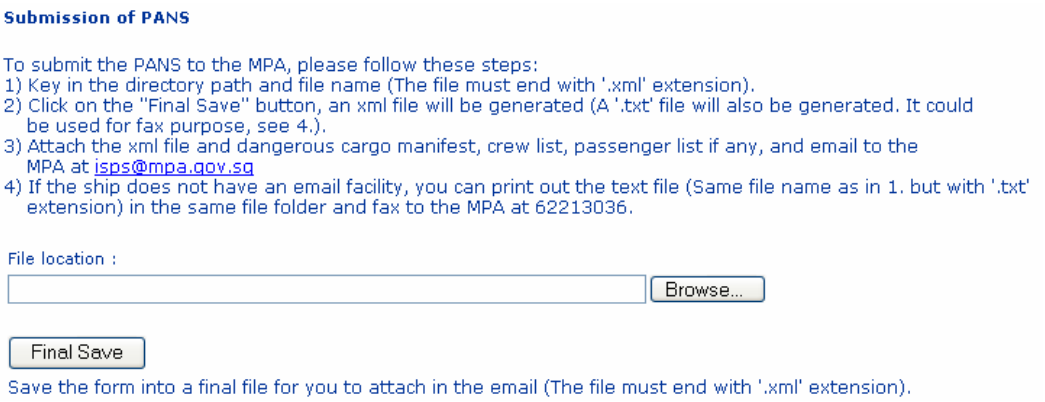
Item No.	Field Name	Explanation and Validation Check	Error Message
46	Direction From	-Select “East”,	Please indicate

		"West", "North" or "South" -Mandatory	the Direction From.
47	Draft	-Numeric field -Mandatory	Please enter the Draft.
		-Draft format 99.9	Please enter a valid Draft, i.e., in 99.9 format
48	Height	-Numeric field -Mandatory	Please enter the Height.
		Height format 999	Please enter a valid Height, i.e., in 999 format.
49	If you have either a valid CLC 92 Certificate or a valid Bunker Convention Certificate (BCC), please select "Yes".	-Select "Y" or "N" -Mandatory	Please declare whether the ship has the CLC92 certificate or Bunker Convention Certificate (BCC).
50	Is the ship proceeding to the Special Bunkering Anchorage?	-Select "Y" or "N" -Mandatory	Please indicate whether the ship is arriving at bunkering anchorage.
	(a) Does the ship have a chart showing the sectors of the Special Bunkering Anchorage?	-Select "Y" or "N" -Mandatory, if the answer in item 50 is 'Y'.	If the ship is arriving at bunkering anchorage, this question is mandatory.
	(b) Is the master familiar with the Special Bunkering Anchorage?	-Select "Y" or "N" -Mandatory, if the answer in item 50 is 'Y'.	If the ship is arriving at bunkering anchorage, this question is mandatory.
	(c) Does the ship require pilot to anchor at the Special Bunkering Anchorage	-Select "Y" or "N" -Mandatory, if the answer in item 50 is 'Y'.	If the ship is arriving at bunkering anchorage, this question is mandatory.
	(d) Please fill in the ship's email address	-Text field -Mandatory, if the answer in item 50 is 'Y'.	Please enter the ship' s email address or enter 'NIL'
	(e) Please fill in the	Optional	

	agent's email address		
51	(a) Any conditions affecting the navigation of a ship such as defective propulsion machinery, defective steering equipment, defective thruster, list and/or awkward tows?	-Select "Y" or "N" -Mandatory	Please indicate whether there are such conditions.
	(b) Any fire hazards, include hazards involving dangerous goods, on board?	-Select "Y" or "N" -Mandatory	Please indicate whether there are such hazards.
	(c) Any accidents that affect the safety of the ship?	-Select "Y" or "N" -Mandatory	Please indicate whether there are such accidents.
	(d) Any refugees, stowaways, or survivors on board?	-Select "Y" or "N" -Mandatory	Please indicate whether there is any refugee, stowaway, or survivor.
	(e) Any other conditions that would affect safety and security of personnel and properties?	-Select "Y" or "N" -Mandatory	Please indicate whether there are such conditions.
	Remarks	-Text field -Mandatory, if any of the answers in (a)-(e) is 'Y'	Please enter the Remarks.
52	Any slop/sludge on board?	-Select "Y" or "N" -Mandatory	Does the ship have slop/sludge on board?
53	Slop Quantity	-Numeric field -Enter either Slop Quantity or Sludge Quantity, if the answer in item 52 is 'Y'	Please enter the Slop Quantity.
54	Sludge Quantity	-Numeric field -Enter either Slop Quantity or Sludge Quantity, if the answer in item 52 is 'Y'	Please enter the Sludge Quantity.
55	Slop/Sludge Content	-Text field -Mandatory, if the answer in item 52 is 'Y'	Please enter the Slop/Sludge Content.

56	Slop/Sludge Reception Facility	-Text field -Mandatory, if the answer in item 52 is 'Y'	Please enter the name of reception facility.

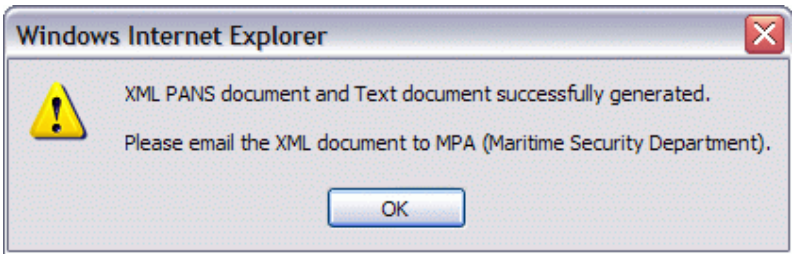
2.8) Submission of PANS


Submission of PANS
To submit the PANS to the MPA, please follow these steps:
1) Key in the directory path and file name (The file must end with '.xml' extension).
2) Click on the "Final Save" button, an xml file will be generated (A '.txt' file will also be generated. It could be used for fax purpose, see 4.).
3) Attach the xml file and dangerous cargo manifest, crew list, passenger list if any, and email to the MPA at isps@mpa.gov.sg
4) If the ship does not have an email facility, you can print out the text file (Same file name as in 1. but with '.txt' extension) in the same file folder and fax to the MPA at 62213036.
File location :
Browse...
Final Save
Save the form into a final file for you to attach in the email (The file must end with '.xml' extension).

a) In the File location field, enter the desired directory and filename; it must end with '.xml' extension. (e.g. C:\TEMP\PANS_18122006.xml)

b) Click on the 'Final Save' button.

c) An XML and a TXT file will be generated. Click 'OK' to proceed.


Windows Internet Explorer
XML PANS document and Text document successfully generated.
Please email the XML document to MPA (Maritime Security Department).
OK

d) Please attach the XML file and email the file to MPA's Maritime Security Department (isps@mpa.gov.sg). If the ship does not have email facility, print out the content of the TXT file and fax to MPA at 62213036.

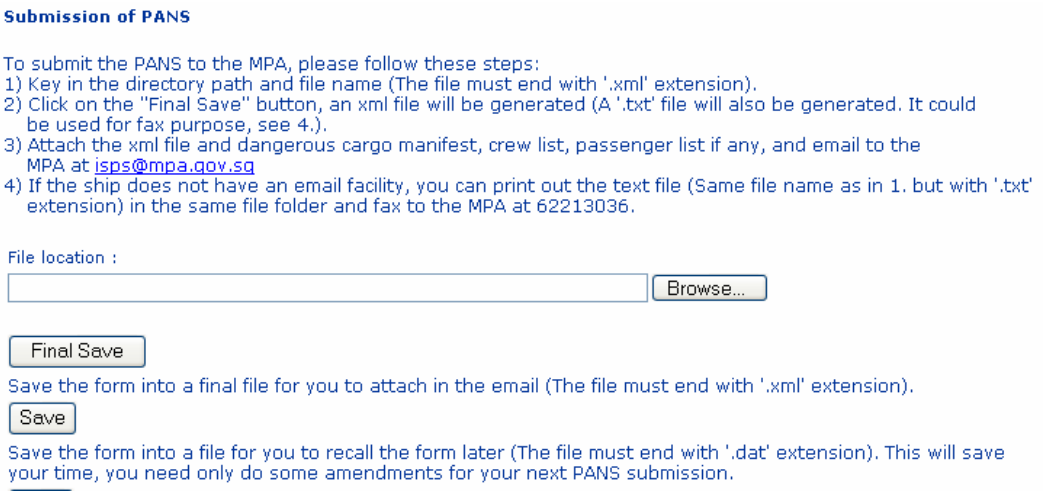
e) Please keep the generate TXT file for reference.

f) Refer to table below for the list of validation checks and possible error messages.

Item No.	Field Name	Validation Check	Error Message
1	File location	Mandatory	Please enter the file name.
		File extension of '.xml'	File must end with '.xml' extension.
		Directory must exists	Directory does not exist. Please

			enter another directory.

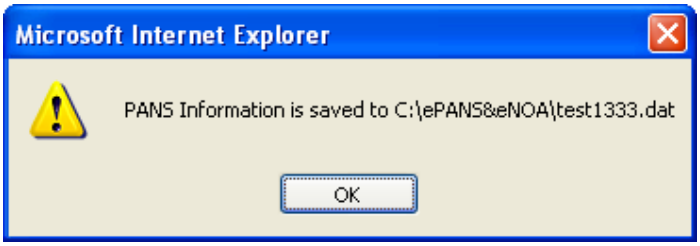
2.9) How to save the PANS information to a file?


Submission of PANS
To submit the PANS to the MPA, please follow these steps:
1) Key in the directory path and file name (The file must end with '.xml' extension).
2) Click on the "Final Save" button, an xml file will be generated (A '.txt' file will also be generated. It could be used for fax purpose, see 4.).
3) Attach the xml file and dangerous cargo manifest, crew list, passenger list if any, and email to the MPA at isps@mpa.gov.sg
4) If the ship does not have an email facility, you can print out the text file (Same file name as in 1. but with '.txt' extension) in the same file folder and fax to the MPA at 62213036.
File location :
Browse...
Final Save
Save the form into a final file for you to attach in the email (The file must end with '.xml' extension).
Save
Save the form into a file for you to recall the form later (The file must end with '.dat' extension). This will save your time, you need only do some amendments for your next PANS submission.

a) In the File location field, enter the desired directory and filename; it must end with '.dat' extension. (e.g. C:\TEMP\PANS_18122006.dat)

b) Click on the 'Save' button to save the PANS information into the desired file in the directory specified in (a).

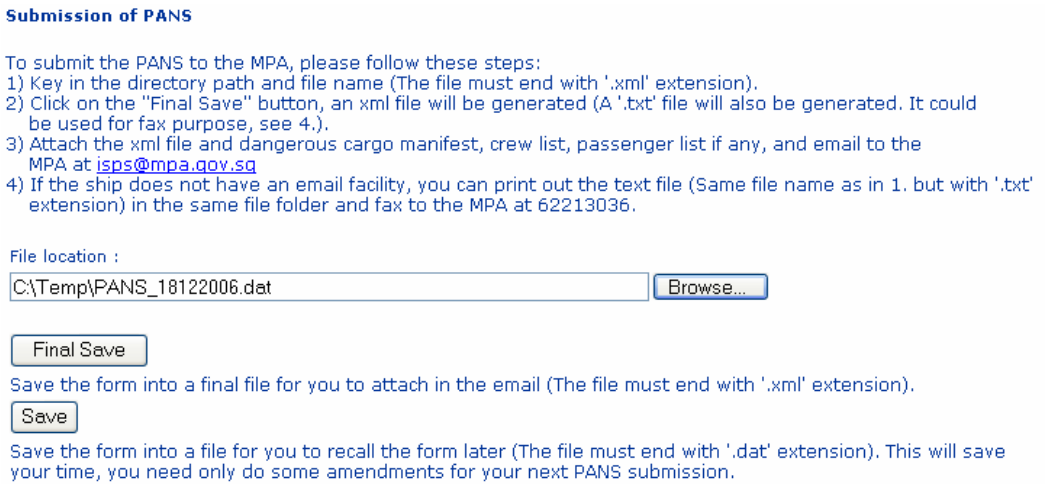
c) A data file will be generated. Click on the "OK" button to proceed.



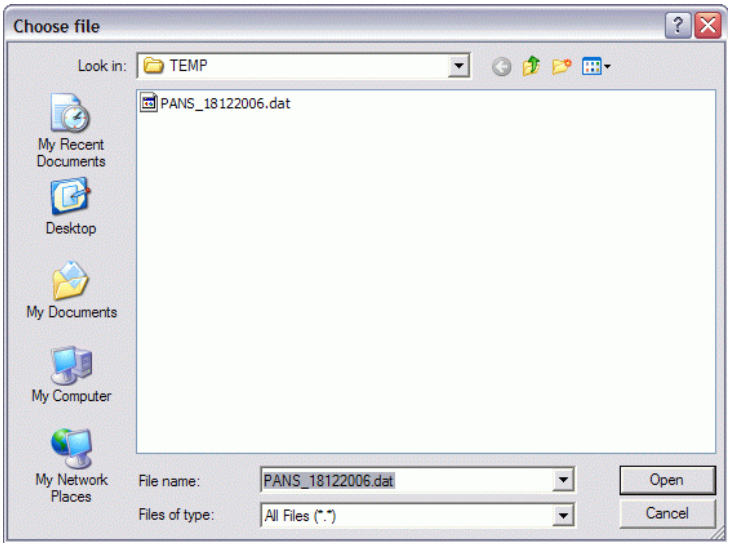
d) Refer to table below for the list of validation checks and possible error messages.

Item No.	Field Name	Validation Check	Error Message
1	File name	Mandatory	Please enter the file name.
		File extension with .dat	File must end with '.dat' extension.
		Directory must exists	Directory does not exist. Please enter another directory.

2.10) How to load previous PANS information from a file?


Submission of PANS
To submit the PANS to the MPA, please follow these steps:
1) Key in the directory path and file name (The file must end with '.xml' extension).
2) Click on the "Final Save" button, an xml file will be generated (A '.txt' file will also be generated. It could be used for fax purpose, see 4.).
3) Attach the xml file and dangerous cargo manifest, crew list, passenger list if any, and email to the MPA at isps@mpa.gov.sg
4) If the ship does not have an email facility, you can print out the text file (Same file name as in 1. but with '.txt' extension) in the same file folder and fax to the MPA at 62213036.
File location :
C:\Temp\PANS_18122006.dat
Browse...
Final Save
Save the form into a final file for you to attach in the email (The file must end with '.xml' extension).
Save
Save the form into a file for you to recall the form later (The file must end with '.dat' extension). This will save your time, you need only do some amendments for your next PANS submission.

a) Click on the 'Browse…' button.



b) Select the desired file, click on the 'Open' button, and information will be loaded.

c) Alternatively, you may enter the desired directory and filename into the filename field; it must have an '.dat' extension. (e.g. C:\TEMP\ PANS_18122006.dat)

d) Click on the 'Load' button to load the information.

e) If the file information has been loaded successfully, you will see this message.

f) Refer to table below for the list of validation checks and possible error messages.

Item No.	Field Name	Validation Check	Error Message
1	File name	Mandatory	No File Name is entered.
		File extension with '.dat'	File must end with '.dat' extension.

		Check if file exist	File does not exist. Please select another file.

- END -